
ARIZONA BOARD OF MASSAGE THERAPY
APPLICATION FOR LICENSURE

INSTRUCTIONS

Please Read Carefully

An application form for a massage therapist license is enclosed. Please read the application and these instructions very carefully as an incomplete application or lack of familiarity with the requirements will cause delays in the application process. If you have questions about completing the application, please seek assistance.

An application file is considered open when the Board has received the appropriately completed application and the non-refundable application fee. But, the Board will not begin to review your application until it is administratively complete. This will not happen until all of the following documents have been received in the Board's office. You will have 360 days from the point you apply to the point that you must complete the licensing process:

Part I: ALL APPLICATIONS MUST INCLUDE THE FOLLOWING

- A signed and notarized massage license application with all required supporting documentation attached.
- **Money Order or Cashier Check ONLY** will be accepted in the amount of **\$279.00** (Application and License fee is \$250 and the fingerprint background check is \$29).
- **Make MO payable to the "AZ Board of Massage Therapy"**

NOTE: The fingerprinting service or technician may charge you a separate fee to roll your fingerprints. This fee is not included in the fees note above, but is a separate fee charged by the agency or vendor who actually provides the service.

- Copy of **High School Diploma or High School Transcripts or your GED.**
- Passport type **PHOTOGRAPH**, print your name and date on the bottom of the photo
 1. Original Color photo only- Photocopies and instant "Polaroid" Photographs will not be accepted.
 2. No Larger than 2" x 2" Close up, front view of **FACE** - no profile
 3. Taken within 60 days of application date
- Copy of your current city license. (if applicable)
- Completed fingerprint card.
- All of the questions must be answered and supporting documentation attached.

Part II: In addition to the above information, each applicant MUST provide the following items listed below under the type of license for which you are applying.

***REGULAR APPLICANT:** MUST COMPLY WITH ALL THREE GUIDELINES

***RECIPROCITY APPLICANT:** MUST COMPLY WITH ALL THREE GUIDELINES

***PROVISIONAL APPLICANT:** MUST COMPLY WITH ONLY ONE OF THE THREE GUIDELINES

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REGULAR License Requirements: Each Regular License Applicant must **complete Part I and all of the following:**

1. Have completed a minimum of 500 classroom hours of instruction at a school of massage therapy recognized by the Board. In order for a school to be recognized by the Board it must be approved by the Arizona Board of Private Postsecondary Education **or** be accredited by one of the following organizations:
 - a. New England Association of Schools and Colleges,
 - b. Middle States Association of Colleges and Secondary Schools
 - c. North Central Association of Colleges and Schools,
 - d. Northwest Association of Schools and Colleges,
 - e. Southern Association of Colleges and Schools,
 - f. Western Association of Schools and Colleges, or
 - g. Council on Massage Therapy Accreditation.
2. Successfully pass the examination administered by the National Certification Board for Therapeutic Massage and Bodywork, (NCBTMB). **Examination results must be sent directly to the Board by the NCBTMB.**
3. Cause official academic transcripts to be sent directly to the Board by the school from which you graduated.

RECIPROCITY License Requirements: Each Applicant for Reciprocity must **complete Part I and all of the following:**

1. Provide a copy of the Statutes & Rules from the state(s) in which you are currently licensed. Must have been licensed continuously in one or more states for the five years immediately preceding the filing of this application and the other state must have standards for massage therapists that are substantially equivalent to those in this state.
2. Hold a current certification from the National Certification Board for Therapeutic Massage and Bodywork, or another agency that meets the standards of the National Commission on Competency Assurance and received education and training substantially equivalent to that required by this state.
3. Submit verification acceptable to the Board (see attached verification form). This form **must be completed** by the agency that issued your license and mailed directly to the Arizona Massage Therapy Board.

PROVISIONAL ("grandfathering") License Requirement: Each Provisional Applicant must **complete Part I and ONE of the following:**

1. Provide copies of Federal income tax forms indicating any income as a massage therapist in this state for at least three years before May 12, 2003, and have completed a minimum of 200 hours of education includes (official transcript with 45 hrs in human anatomy & Physiology; 150 Hrs in theory & practice; 5 hrs in ethics including confidentiality & privacy), training in the study of massage therapy or bodywork therapy at a school that meets the requirements of A.R. S. § 32-4222(C) (1) and A.A.C. R4-15-202 (1) (a) or (b). Official academic transcripts reflecting your training in massage therapy must be sent directly to the Board from your school **OR**
2. Have been self-supportive as a massage therapist in this state since, from, and after December 31, 1992. (Provide copies of Federal income tax forms indicating any income as a massage therapist.) **OR**
3. Hold a professional massage license that is current and in good standing issued by a municipality or political subdivision of this state. (If the license is current at the time of application with the Board, it will comply with the requirements of this section)

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Additional Information for all license applicants

An application must be “administratively complete” before the Board can review and rule on the application. In order to be considered “administratively complete” the board must have received a completed application form, a fingerprint report from the Department of Public Safety, and all required supporting documentation. The Board will then consider the application at its next scheduled meeting.

- Each applicant has the responsibility to contact information sources (i.e., schools, municipalities, licensing boards, court records) to verify that the materials required for an application to be considered administratively complete have been sent to the Board, (example; NCBTMB, state verification(s), conviction records and official transcripts.)
- Board staff cannot send application documents to information sources. (Example; state verification, schools etc.) Further, each applicant has the responsibility to make sure that all information sources are aware of any deadlines you are attempting to meet. You should also be aware that the Board may request clarification or additional information regarding your pending application.
- The Board will send you **one Notice of Deficiency** indicating any required materials that have not yet been received. The Board shall consider an application withdrawn if within 360 days from the application submission date the applicant fails to supply the missing information that is requested in the deficiency letter.
- Each applicant must contact the Board office to inform the Board of any changes to be made in your application including address and name changes (a copy of your marriage certificate or divorce decree is required.)

THE STATUTES AND RULES

If you would like to obtain a copy of the Board's Statutes and Rules, you may download them for **free** from the Board's website www.massageboard.az.gov.

ALL LICENSES ARE ISSUED FOR TWO YEARS

All Applicants Checklist:

- ☐ 1. **Fee \$279.00 (MO ONLY)**, Application Fee & License is \$250, Fingerprint background check is \$29
- ☐ 2. Complete notarized application form
- ☐ 3. Copy of High School diploma or High School transcript or GED
- ☐ 4. Completed Fingerprint card (**DO NOT BEND**)
- ☐ 5. Recent Color Photograph
- ☐ 6. "Yes" questions explanation and copies of documentation

Regular License

- ☐ 1. Request official transcripts be sent directly to the Board from your massage school
- ☐ 2. National Examination (NCBTMB) taken and passed. Scores sent directly from NCBTMB to the Board

Provisional License

- ☐ 1. Complete a minimum of two hundred hours of education (official transcript with 45 hrs in human anatomy & physiology; 150 Hrs in theory & practice; 5 hrs in ethics including confidentiality & privacy). Practice Massage in AZ or a least 3 years before May 2003. Copies of Tax records. **Or**,
- ☐ 2. Demonstrated self-support in AZ since December 31, 1992 –copies of tax records. **Or**,
- ☐ 3. Copy of current/active municipality or city license (MUST have license number on the copy)

Reciprocity

- ☐ 1. Continuously licensed in another state for last five years preceding this application.
- ☐ 2. Copy of Laws and Rules to determine equivalency with AZ.
- ☐ 3. State license verification sent directly to the Board.

Return completed application and information to the Board by return mail:

**AZ Board of Massage Therapy
1400 W Washington, Ste. 230
Phoenix, AZ 85007**

Allow at least 12 weeks for processing of your application
Fees are non-refundable